

S-E-C-R-E-T

Classification

3

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140013-8
REPORTS INVENTORY

PREPARE IN DUPLICATE						DDS/OTR/OS-11		
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT		
Membership of Staff Members on Committees						STATISTICAL		
						<input checked="" type="checkbox"/> NARRATIVE		
						MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL		<input checked="" type="checkbox"/>	TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS			SECURITY			
		MEDICAL			FINANCE			
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually				6. DISTRIBUTION (No. of components not number of copies) 1 (DTR)		
7. FORMAT (memorandum, form computer print-out, etc) Memo		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO.		DD/S 69-1146, 17 March 1969		
10. PREPARING COMPONENT (include lowest level contributing information to report) C/OS/TR				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 0				
12. COST FACTORS								
A. MANUAL PREPARATION AND REVIEW COSTS								
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR	
GS-16	14.50		.25		3.82		1 3.82	
GS- 7	4.50		.50		2.25		1 2.25	
B. COSTS OF COMPUTER PRODUCED REPORTS								
TOTAL COSTS PER YEAR 6.07								
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. We were asked to do this. Probably worth \$.30								
14. FUTURE GOALS								
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input checked="" type="checkbox"/> OTHER (explain) Don't know		
						MAN-HOURS		DOLLARS
						?		?
16. DATE OF INVENTORY 5 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, Operations Section				18. EXTENSION <input type="checkbox"/>		